

Submitted: 1/15/2013
Jurisdiction: Anne Arundel County
Agency: Community College
Division/Unit:

Maryland State Archives
Edward C Papenfuse State Archives Building
350 Rowe Boulevard
Annapolis, MD 21401

Certificate ID: 481
MSA ID: SE55-2643

Page: 1 of 1

Proposal and Certificate of Records Disposition

Item No.	Description of Records (Same Title as listed on Schedule)	Authorization		Inclusive Dates of Records Destroyed	Volume	Date of Disposal	Method Of Disposal
		Retention Schedule No.	Section and/or Item No.				
1	Business Office/Accounts Receivable Contract Invoices Prior to FY2008 A to G	1908	9	July 1 2007-June 30 2008	1 cu ft.	01/15/2013	Shredding
2	Business Office/Accounts Receivable Contract Invoices Prior to FY2008 H to M	1908	9	July 1 2007-June 30 2008	1 cu ft.	01/15/2013	Shredding
3	Business Office/Accounts Receivable Contract Invoices Prior to FY2008 N to Z	1908	9	July 1 2007-June 30 2008	1 cu ft.	01/15/2013	Shredding
4	Human Resources/Closed Out Recruitment files 2006 Box 1 of 2	1907	7	January 1-December 31 2006	1 cu ft.	01/15/2013	Shredding
5	Human Resources/Closed Out Recruitment files 2006 Box 2 of 2	1907	7	January 1-December 31 2006	1 cu ft.	01/15/2013	Shredding
6	Human Resources/Closed out Recruitment Files 2007 & 2008 1 of 2	1907	7	January 1 2007- December 31 2008	1 cu ft.	01/15/2013	Shredding
7	Human Resources/Closed out Recruitment Files 2007 & 2008 2 of 2	1907	7	January 1 2007- December 31 2008	1 cu ft.	01/15/2013	Shredding

Destruction Certification

Allen S. Kogut

Signature

Records Retention Specialist

Title

1/15/2013

Date